

WEDDING DATE: _____

Wedding Time: _____



Historic St. Luke's Restoration
14477 Benn's Church Blvd.
Smithfield, VA 23430
757-357-3367
FAX: 757-365-0543
E-mail: stlukes@visi.net
Website: www.historicstlukes.org

Historic St. Luke's Church Wedding Contract and Reservation Form

Bride: _____
Last First Middle

Address: _____

City: _____ ST _____ Zip _____

Phone: _____ E-mail: _____

Groom: _____
Last First Middle

Address: _____

City: _____ ST _____ Zip _____

Phone: _____ E-mail: _____

ONE MONTH MEETING: An appointment must be made to meet with the HSL staff member **1 MONTH prior** to the wedding to review the Wedding Guidelines and clarify arrangements.

APPOINTMENT Date and time: _____

REHEARSAL Date and time: _____ BRIDE'S ROOM: Yes ___ No ___
(Available one hour prior to wedding time)

SPECIAL ARRANGEMENTS and variations as approved: _____

We agree to the fees, dates, and attached guidelines set forth in this contract and accept responsibility for any damages, labor costs related to extended rehearsal time, or extra cleanup costs following your wedding.

Signatures:

Bride: _____ Date: _____

Groom: _____ Date: _____

HSL Staff Member: _____ Date: _____

Persons serving in your wedding:

Clergy: _____ Phone: _____

Florist: _____

Photographer: _____ Rec'd Form: _____

Wedding Coordinator: _____

Organist/Musicians: _____

USE OF WEDDING PARTY PHOTOGRAPH

Please sign below if you agree to allow Historic St. Luke's Restoration, Inc. to use a photo of your wedding, provided by you, on our website. We would appreciate photos in a digital format if possible.

Bride's Signature: _____

Groom's Signature: _____

Received a Photo _____ Date: _____

POST WEDDING MAILING ADDRESS

Name: _____

Street Address: _____

City: _____ State: _____ Zip code _____

Telephone number and/or e-mail address: _____

WEDDING FEES:

This signed form with a non-refundable \$100 deposit will reserve the date and time requested for your wedding. The final payment is due 6 months prior to the wedding date or the date will be forfeited. All fees are non-refundable after the 6 month deadline.

If the wedding starts between 10:00 a.m. and 3:30 p.m., the fee is \$600 plus a \$50 Cleaning Fee. If the wedding starts between 4:00 p.m. and 5:30 p.m., the fee is \$700 plus a \$50 Cleaning Fee. **Wedding Couple** _____ **HSL Staff** _____

Make checks payable to *Historic St. Luke's Restoration, Inc.*

Total amount due: _____

Deposit Amount Paid: _____ Date: _____ Check # _____

Additional Payment: _____ Date: _____ Check # _____

FINAL PAYMENT: _____ Date: _____ Check # _____

PPID# _____

Historic St. Luke's Church **Wedding Rules of Agreement**

We are delighted that you have chosen Historic St. Luke's Church to celebrate your wedding. Because it is a National Historic Landmark and a house of worship, we have prepared some guidelines. We make the church available to all Christian denominations. Any points not covered by these guidelines must be discussed in advance with the appropriate St. Luke's wedding representative. It is best that you clarify and confirm all aspects of the guidelines before printing invitations and finalizing the services of those individuals who will be involved with your wedding.

Please understand that our basic mission is to protect and show the church to visitors. When you reserve the church for a wedding, we will suspend tours 30 minutes prior to the wedding to allow you to seat your guests. If you need some time ahead of this to set up unity candles, etc., we will work with you while still showing the church. And, after the ceremony is over, we will allow visitors into the sanctuary even while your party may still be taking pictures. We will allow you time to take pictures, but please understand that we will not deny visitors access to the church at this time.

You are asking to be married in an historic church that has many valuable artifacts. *Please do not assume to use, move, or handle any items not designated for your use.* Please inform your minister and other members of your wedding party of this as well. We will do our best to accommodate you, but cannot guarantee that we will be able to satisfy all of your wishes.

Wedding Couple _____ HSL Staff _____

CLERGY – It is the responsibility of the couple to provide their own ordained clergy who will conduct a religious service. Civil services are NOT permitted.

MUSIC – The Walker organ in the balcony is available for all weddings. A list of organists and other musicians is provided in the wedding packet. Any organist not on this list must be approved by the St. Luke's Staff representative. Other instruments, as approved, may be used. If any musician wishes to practice in the church during the weeks prior to the wedding, please have them call the office to schedule their time. We often have large tours or other events scheduled and practice may not go on during those events.

DECORATIONS – The only decorations allowed are live floral arrangements to be placed in or on top of the two brass altar vases. The altar flowers are to remain in the church and are considered a donation. The arrangements may not be taller than the altar cross. There are 24" between the top of the vases and the top of the cross. No loose flower petals may be distributed inside or immediately outside the church and neither rice nor bird seed may be tossed on the premises. Any other decorations in the church must be approved by the Historic St. Luke's representative and become a part of this contract. (See Special Arrangements and Variations) We provide altar candles and the other candles in the pews. These will be lit by the staff approximately 30 minutes prior to the service. Unity candles may be used, but the candles and holders must be provided by the wedding party. We allow the use of the 17th century credence table near the altar for the unity candles. Because dripping wax is difficult to remove from the glass top, we require that you provide a cloth or cover to catch the drips from the candles. The top of the table measures 21" by 23.5". *The credence table is over 300 years old and, therefore, may not be moved.*

SEATING – The church will comfortably seat approximately 130 people. The balcony is off limits except to the musicians and for video set up. The great door of the church is opened to allow ease of entrance and egress. Because of the effect on our climate control, it will not be kept open during the service. Please restrict, or advise, your guests accordingly. Only the Historic St. Luke's staff will operate the door.

Wedding Couple _____ HSL Staff _____

REHEARSALS – The rehearsal should start at 4:00 p.m., or earlier if agreed upon, and one hour is allotted in the church. The purpose of a wedding rehearsal is to allow the wedding party to practice the logistics of the ceremony. Normally, the person conducting the ceremony will be in charge of the rehearsal. If you plan to have a wedding coordinator working with you, please determine who will be in charge of the rehearsal in the church as St. Luke’s staff members are not in charge of conducting your rehearsal.

BRIDE’S ROOM – Access to the Administration Building and Bride’s Room is only for the Bride and Bridesmaids to dress. It will be available 1 hour before the ceremony. All items belonging to the Bridal Party should be removed from the room prior to the wedding. *No food, alcoholic drinks, or smoking is permitted in the Bride’s Room or rest room provided.*

Wedding Couple _____ HSL Staff _____

THE BOARD ROOM – The Board Room may be used to receive the flowers for the wedding party, however, it is not a space for guests to congregate.

PARKING LOT – Please inform your guests that after the rehearsal or wedding ceremony, the gates to the church parking lot will be locked at 7:00 p.m. E.D.T. and at 5:00 p.m. E.S.T. If your car is locked inside the gates, you must retrieve your vehicle the next day after 8:00 a.m.

ST. LUKE’S STAFF – A staff member will be in the church at all times. This person serves to supervise the care of the church and to interpret the wedding guidelines in the absence of the director. The staff represents St. Luke’s Church and can address any area of dispute. Please use their expertise.

Wedding Couple _____ HSL Staff _____

PHOTOGRAPHY – *Please see the attached copy of the Photographers’ Guidelines as part of this agreement.*

1. NO PHOTOS MAY BE TAKEN DURING THE CEREMONY: Pictures are permitted in the church before and after the ceremony. For clarification, the ceremony begins when the Bridesmaids pass through the entrance door and ends when the Bride and Groom pass back through the same entrance door during the recessional. Cameras may not be used by guests during the service. If a wedding program is printed, we request that you include a reference to no pictures during the service.
2. VIDEO CAMERAS: Video cameras may be used ONLY in a stationary, unmanned and unobtrusive position in the balcony or in an altar box pew. The camera may not be moved during the ceremony.
3. After the ceremony is over, we will begin showing the church. This may be while you are still taking pictures. We will work with you on this to allow you time to take pictures, but please understand that we will not deny visitors access to the church at this time.

Wedding Couple _____ HSL Staff _____

4. The photographer is to provide a photograph in digital format, as permitted and selected by the wedding couple, to Historic St. Luke’s for use on our website, documentation, and/or other publications.

Wedding Couple _____ HSL Staff _____

OTHER RESPONSIBILITIES – please designate people to:

1. Remove floral decorations, other than the altar flowers, guest book, left over programs, unity candles, and other articles brought by the wedding party and used in the church.
2. Remove personal belongings of the wedding party from the Administration building prior to the wedding.

Wedding Couple _____ HSL Staff _____

Executive Director’s signature: _____ Date: _____

WEDDING DATE: _____
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Historic St. Luke's Church Photographers' Agreement

Historic St. Luke's Church is both a National Historic Landmark and a house of worship. The staff member on duty represents St. Luke's and is able to address any questions you may have during or just prior to the wedding ceremony. Please contact the office of St. Luke's Church at (757) 357-3367 if you have any questions. This agreement must be returned to Historic St. Luke's Church at least 30 days prior to the wedding.

1. NO PHOTOGRAPHS MAY BE TAKEN DURING THE CEREMONY. For clarification, the ceremony begins when the bridesmaids pass through the entrance door and ends when the Bride and Groom pass back through the same entrance door during the recessional. Pictures are permitted in the church before and after the ceremony.
2. VIDEO CAMERAS: Video cameras may be used ONLY in a stationary, unmanned and unobtrusive position in the balcony or in an altar box pew. The camera may not be moved during the ceremony.
3. After the ceremony is over, we may begin showing the church to visitors. This may be while you are still taking pictures. We will allow you time to take pictures, but please understand that we will not deny visitors access to the church at this time.
4. The photographer is to provide a photograph, as selected by the wedding couple, to Historic St. Luke's for use on our website, documentation, and/or other publications.

Name of Wedding Couple: _____

I have read and agree to abide by the above agreement. I understand that failure to do so may result in me and/or my company being denied permission to photograph future weddings at Historic St. Luke's Church.

Photographer's Signature: _____ Date: _____

Name: _____

Company: _____

Address: _____

City _____ ST _____ Zip _____

Phone: _____

Fax: _____ E-mail: _____

HSL Staff Signature: _____ Date: _____

MUSICIANS

Type of Musician	Name	Telephone No.
Harpists	Hue Yuan Bennett	483-6290
	Margaret Gossett	253-7663
	Mary Margaret Jones	538-1734 357-1435
Organists	Heidi Bloch	229-4127
	Lee Hendricks	627-7744
	Jean Marshall	262-7550
	Nelson Linaburg	923-0840
	Annette Crandall	484-3480
	Bob Barnes	365-4023
	Thomas Griffin	365-9595
	John Roberts	423-3504
	Debbie Ogan	463-7096
	Louise Leas	619-0291
	Ron Cornwell	859-6246
	Trey Clifton	536-5184
Groups	Fayre Laydes Musicke	393-0555
	Murstow Productions	356-9010
	River's Edge String Trio	804-693-5947
	The Stowe Haven Strings	757-357-0508
Stringed Instruments		
Violinist	Heather Capps	757-620-9354
Guitarist	Ronnie Jones	757-375-8278
Bagpipers	Tim Batten	804-559-7046
	Brendon Konouck	595-4545
	Jim Roberts	623-4262
	Chris Benton	757-343-7369
Vocalist	Karen Gonzalez	232-1974
	Soprano	
Trumpeter	Wendell Banyay	626-3834
Saxophonist	Andre Cotman	561-6551

**These are just a few of the musicians who have played here and who have allowed us to use their names.*

RECEPTION LOCATIONS

Smithfield, Virginia

The Smithfield Center	220 North Church Street	757-356-9939
The Smithfield Inn	112 Main Street	757-357-1752
Smithfield Station	415 South Church Street	757-357-7700
Mansion on Main	36 Main Street	757-357-0006
Foursquare Plantation	13357 Foursquare Road	757-365-0749
Old Courthouse	130 Main Street	757- 357-3091

Suffolk, Virginia

Planter's Club	4600 Planters Club Road	757-538-9518
Cedar Point Golf Club	8056 Clubhouse Drive	757-238-2275



A BRIEF HISTORY OF ST. LUKE'S CHURCH SMITHFIELD, VIRGINIA

St. Luke's Church, affectionately known as "Old Brick," is our nation's only original Gothic building, and the oldest church of English foundation in America. Circa 1632, "Old Brick" was one of only five parishes, including Jamestown, where the General Court of the Colony was permitted to convene.

During the Revolutionary War, English Colonel Tarlton and his dragoons bivouacked on the church grounds and almost 100 years later, Confederate troops camped among the gravestones while stabling their horses inside the church for safekeeping. After the Revolutionary War, "Old Brick's" vestry dissolved and the Anglican Church was disestablished. In 1820 "Old Brick" was consecrated as St. Luke's Episcopal Church.

In 1832, the congregation moved to the new Christ Episcopal Church in Smithfield and St. Luke's was used only as a summer chapel. In 1887 during a storm, the church sustained severe damage to the southeast wall. A major renovation was completed after a ten year fundraising campaign led by the Rev. David Barr of Christ Church and other local people. By 1894, magnificent stained glass windows were installed in the existing brick tracery openings, completing the renovations.

In the past century, Historic St. Luke's Church underwent a major restoration when it was discovered that the foundations were crumbling and the walls were buckling. Through the inspiration of the three Jordan sisters, and the support of Henry Mason Day, a descendant of one of the original settlers of the region, a national campaign was mounted to restore the historic church. It was then the non-profit corporation, Historic St. Luke's Restoration, Inc. was established and the church lovingly restored to the Colonial era.

This beautiful church with its Medieval and Jacobean interior houses seventeenth century artifacts, such as an altar, a Thomas Dennis minister's chair, the original 1629 bible, and the beloved 1630 English chamber organ. These artifacts were donated to the church during the 1950's restoration. The venerable church stands as a Historic Shrine to the colonial settlers, a designated Registered National Historic Landmark, a Virginia Landmark Register, and a National Historic Landmark.